

**HUMAN SERVICES COMMISSION  
MINUTES**

**March 14, 2013- 6:30 p.m.**

**Council Chambers**

**CALL TO ORDER**

Chair Ahmad called the March 14, 2013 special meeting of the Human Services Commission to order at 6:45 p.m.

**MEMBERS PRESENT**

Haris Ahmad, Leslie Hamada, Colleen Holmes, Mia McFarland,

**MEMBERS ABSENT**

Fran McGregor-Hollums was excused due to illness

John Woodcock, unexcused

**CITY STAFF PRESENT**

Victoria Throm, Personnel & Human Services Analyst

Noreen Beaufriere, Personnel Manager

**APPROVAL OF CONSENT AGENDA**

Victoria asked Chair Ahmad to add Item 5. Capacity Building Project Year-End Report.

**CM HOLMES MOVED AND CM HAMADA SECONDED TO APPROVE THE AGENDA AS AMENDED, WHICH INCLUDES THE MINUTES FROM FEBRUARY 13, 2013 AS WRITTEN. VOTE: 5-0. MOTION CARRIED.**

**OLD BUSINESS:**

*Item 1. Confirm Site Visit Date to Head Start ECEAP*

Since there was no date in March available for a number of commissioners, this item was tabled until the April meeting when the new commissioners will be appointed.

*Item 2. Report on Site Visit to Auburn Youth Resources*

Commissioners Ahmad, Hamada, Holmes, and McFarland reported on the site visit. CM Ahmad liked how they have expanded their programs. CM Hamada noted how valuable it was to speak with the staff and a board member. She added how well the staff relates to the youth at the shelter. CM McFarland was surprised how many youth were living at the shelter and how many volunteers and supervisors there are to oversee the youth.

Victoria mentioned that the week following the site visit a 23 year old homeless female came to City Hall looking for help. Victoria was able to connect her with the staff at Auburn Youth Resources to get her into case management. Overall, everyone was very impressed with AYR and the number of facilities operating a variety of programs for youth and young adults up to 24 years of age.

Claire Peterson, Safe Place Coordinator from AYR met with Victoria about this national program designed to provide immediate safety and access to help for youth ages 12-17 that are in crisis. She asked Victoria for a list of businesses or churches in Covington that may be interested in being a designated Safe Place. She felt that City Hall would be an appropriate Safe Place. Noreen will take this request to the Management Team and ask for the City Manager's approval to begin the process of being approved. AYR provides a 30-minute training to the front desk staff that most likely would be the first contact point for a youth.

#### **NEW BUSINESS:**

##### *Item 3. Review Agency Monitoring Visits*

The commission reviewed the service audit reports for:

- Community in Schools, Kent
- Catholic Community Services – Emergency Assistance
- The Storehouse
- Dynamic Family Services

Victoria, along with other city human service planners that fund these programs, met with the Director and finance staff to conduct a service audit of the program. A joint monitoring form was developed among the South King County Human Service Planners in order to provide a common reporting form. The commissioners reviewed each report.

Victoria stated that The Storehouse has made a number of significant improvements that the commission had recommended.

Board of Directors – Storehouse had a very limited number of board members which had remained the same for a number of years. The commission asked for more diversity and this year they added three new members from three different churches and two former members resigned. This will create a better rotation of new members serving.

Demographics – they have completed a software program to capture more demographic profile information. This program will capture age, ethnicity, but not any income level as they do not ask for income. This is a great improvement.

Audit – the church hired a staff member who is a CPA and she conducted an Audit Review which is acceptable for the size of this organization.

##### *Item 4. Review New Joint Reporting Forms*

Victoria handed out a sample of the new online reporting forms that will be launched for first quarter. The purpose of the online forms is to have consistent, common forms for all cities in the NE and South King County consortium. Agencies will use the same portal as they used for the joint application. Reports will include number of

unduplicated clients served, 1 to 3 service units, and a narrative. Outcomes and the demographic data will be required only at the year-end report. The benefit for city staff is they will be able to view data from all cities on one page. One difference will be the numbers reported will be based on ALL funding sources, not just city specific funding.

*Item 5. Capacity Building Project Year-End Report*

Nathan Phillips, Program Director, submitted a service report in narrative form as well as an outcome report. The commission reviewed the reports and Victoria highlighted the agencies Nathan assisted that were funded by Covington.

**FAREWELL TO OUTGOING COMMISSIONERS**

Commissioners Holmes and Ray were honored for their service to the commission as everyone enjoyed cake!

**COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF**

With no further business, the meeting adjourned at 8:300 p.m.

Submitted by:



Victoria Throm  
Personnel & Human Services Analyst